

SUGGESTED STAFF MEETING ITEMS

Thursday, 11 Jan 62

1. Review of notes from DD/S 10 Jan 62 staff meeting

DOCUMENT NO.  
NO CHANGE IN CLASS  
X FOR REVIEW  
DATE 10/03/82  
REVIEWER 018995

25X1A9a

2. Announcement re [REDACTED] detail

### 3. Fund Drive

3. Monitoring (see att'd notes from 28 Dec 61 Morning Meeting)

Must improve our monitoring activities  
+ upward + feed back reporting system

- a) Identify activities for which OP has monitoring responsibility - whether stipulated by regulation or inherent.
- b) Develop specific monitoring method.  
~~Frequency + method~~
  - ① Prior scrutiny each action + report or feedback
  - ② Continuing post facto review " "
  - ③ Periodic review or audit or analysis.
  - ④ Interval + method
- c) Reporting or feed back channels, Levels, Frequency.

### Steps

- 1) Each Division Chief prepare a Listing of functions warranting regular monitoring + reporting system.
- 2) Review against specific reqs, desires of DPs, DDS, Com, Connex - needs of DPs.

SUGGESTED STAFF MEETING ITEM

FROM MORNING MEETING, 28 Dec 61

17. Monitoring Responsibilities: Mr. Echols noted that he would like to compile a list of the various programs for which D/Pers has monitoring responsibility including a description of the controls applied in carrying out such responsibility. (NOTE: No assignment was made on this. Suggest that it be a staff meeting item and that D/Pers request each Division Chief to provide a list applicable to his functions. This list would then be checked against Agency regulations--and I suggest this be done by the Regulations unit.)

ILLEGIB



ILLEGIB

